



CITY OF GLENDALE PARK RENTAL FEES AND GUIDELINES

Location	Venue	Cost	Required Deposit
Infinity Park	Synthetic Turf Athletic Field	\$55/hour	\$100
Mir Park	Mir Park Pavilion	\$100/ 4 hours, \$25/additional hour	\$100
Mir Park	Mir Park Field	\$50/hour (2 hour minimum)	\$100
Creekside Park	Creekside Park Pavilion	\$100/ 4 hours, \$25/additional hour	\$100
Creekside Park	Cherry St. Field	\$50/hour (2 hour minimum)	\$100
Creekside Park	Virginia Ave Field	\$50/hour (2 hour minimum)	\$100
Creekside Park	Volleyball Courts	\$40/hour	\$100

****50% discount for Glendale residents – Must provide proof of residency**

ADDITIONAL SERVICES AND FEES **

Item	Cost
Rugby Post Pads & Flags	\$100/game
Sports Lights	\$100/hour

****Available at Synthetic Turf Field at Infinity Park only; Glendale resident discount does not apply to these fees**

Synthetic Turf Athletic Field is located at the south end of the Infinity Park complex. With 91,190 sq. ft. of artificial Desso turf, this space is ideal for sporting events, sports leagues and picnics.

Mir Park Field/Pavilion is located on South Elm Street and East Center Avenue.

Creekside Park Pavilion/Volleyball Courts are located on South Cherry Street just north of Cherry Creek South Drive and the Cherry Creek Trail.

Cherry Street Field is located on South Cherry Street just north of Cherry Creek South Drive and the Cherry Creek Trail.

Virginia Ave Field is located on Virginia Ave just east of Colorado Blvd.

Reservation Information

The Synthetic Turf Athletic Field at Infinity Park will be available for reservation between the hours of 8:00 AM and 10:00 PM. All other park spaces are available for reservation between the hours of 8:00 AM - 9:00 PM. Each space is available for reservation by the public. More than one group may be allowed to rent any of the spaces listed above in one day, depending on the requested hours of use.

**The City of Glendale reserves the right to close any field during adverse weather conditions. In such cases, permit-holders may be offered an alternate date or a refund of the rental fee.*

APPLICATION FOR PERMIT

CONTACT AND ACTIVITY INFORMATION

Applicant Name: _____ Email Address: _____

Organization/Group/Team Name (if applicable): _____

Street Address: _____ Apt./Suite: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Fax: _____ Mobile: _____

On-Site Contact: _____ Fax: _____ Mobile: _____

(if different from applicant)

Dates/Times Requested (use a separate sheet, if necessary)

Changes to date or site may incur a \$25 fee per permit change

Date	Day	Time

Space requested:

- Synthetic Turf Athletic Field (Infinity Park) Cherry St. Field (Creekside Park)
- Virginia Ave Field (Creekside Park) Mir Park Field (Mir Park)
- Creekside Park Pavilion (Creekside Park) Mir Park Pavilion (Mir Park)
- Creekside Park Volleyball Courts (Creekside Park)

Purpose of use:

- Rugby Football Soccer Volleyball
- Frisbee Kickball Lacrosse Other _____

of Participants *(One adult aged 21 or over is required for every 10 attendees under age 21)*: _____

If holding a non-sporting event activity, please provide a detailed description of the activity including type (for example, "picnic") and equipment that will be used (for example, canopies, tents, etc.) _____

Do you plan to sell anything during your event? Yes No

If you answered "yes," please describe items to be sold. *A separate business and sales tax license from the City of Glendale may be required. Additional permits and licenses may also be required, depending on the goods to be sold.*

RENTAL FEES

Venue Rental Fees**	Rate	per	# of hours	Total
Synthetic Turf Field (Infinity Park)	\$55.00	Hour		
Cherry Street Field (Creekside Park)	\$50.00	Hour		
Virginia Ave Field (Creekside Park)	\$50.00	Hour		
Mir Park Field (Mir Park)	\$50.00	Hour		
Mir Park Pavilion (Mir Park)	\$100.00	4 hours		
Creekside Park Pavilion	\$100.00	4 hours		
Pavilion (Extended Reservation)	\$25.00	Additional hour		
Creekside Park Volleyball Courts	\$40.00	Hour		
Reservation Deposit	\$100.00	Per Space, per Permit		
\$25 Service Fee for bookings made 24 hours or less prior to event time	\$25.00	Per permit		
Total Venue Fees				

Additional Fees (available only at synthetic field at Infinity Park)	Rate	per	# of hours/days	Total
Sports Lights (list days and times in grid below)	\$100.00	hour		
Post Pads and Flags	\$100.00	Game day		
Total Additional Fees				

****50% discount for Glendale residents – Must provide proof of residency**

TOTAL AMOUNT OWED (Total Venue Fees + Total Additional Fees): \$ _____

SPORTS LIGHTS SCHEDULE (provide additional sheet, if necessary)

Date (List each day lights needed separately)	Time Lights on	Time Lights off	Total # of hours	Total fee (# of hours x \$100)

Applicants must be 21 years of age or older. The City of Glendale shall have at least one business day after receiving application to review. The City of Glendale reserves the right to take additional time to review any application.

Full payment of rental fees and required deposits are required at the time of application. A deposit will be required prior to your event and will be returned within 30 days after your event as long as no damages are incurred. **An employee from Infinity Park and/or the Glendale Public Works department will report on any damages or cleaning charges before your deposit will be returned.**

Rental fees are charged for the entire reserved time which is to include set-up and tear down/clean up. Your group will be expected to vacate space promptly at end time listed on permit. **Additional fees may apply based on the size and scope of event.**

The City of Glendale reserves the right to: 1) amend the rental rules as needed to serve the best interest of the City; 2) relocate any meeting/activity based on unforeseen circumstances; 3) have a designated employee visit any activity site or require that the Glendale Police Department enforce the terms of this rental agreement; 4) terminate the permit at any time in the interest of public safety without refund of rental fees or deposit.

The City of Glendale assumes no liability for lost or stolen property on park premises or for personal injuries sustained on the premises during the permit holder's activity.

Permits will be issued upon approval of application. Reservation notices will be posted on the day of the event.

Changes to date or site may be charged \$25.00 per permit change.

Applications

Applications should be submitted at least 10 business days prior to requested date of use. **Applications received within 24 hours of event/activity may be charged a \$25 service fee.** Payment and all applicable documents must be submitted at least 5 business days prior to permit date. Depending on the nature of the activity, "applicable" documents may include an Athletic Organization Information Form, Waiver of Liability and/or Insurance Agreement.

All applications will be handled on a first-come, first-served basis and will be accepted via mail, fax or email. Payment must accompany application before being considered. Any application submitted without complete information and/or without payment will not be reviewed.

Mailing Address: Infinity Park Operations, 950 S Birch St., Glendale, CO 80246
Email: Park@InfinityParkatGlendale.com
Fax: 303-639-4611

Payment

By mail: Applications must be accompanied by payment: check (made out to "City of Glendale"), money order or Visa/MasterCard (**credit card authorization form located on page 8**).

By email or fax: A credit card authorization form must accompany application.

RENTAL GUIDELINES, TERMS AND CONDITIONS

1. **Daily Park Hours:** The Synthetic Turf Athletic Field at Infinity Park is available to reserve from 8:00 AM until 10:00 PM. The volleyball courts, as well as the pavilions and fields at Creekside and Mir Parks, are available to reserve from 8:00 AM until 9:00 PM. Use of all spaces may be limited to certain months of the year and select days of the week
2. **Park Permit:** A permit is required for any group activity ("group" is defined as activities with 10 or more people). The permit must be in the possession of the group while the site is in use. Permits are non-transferable and non-refundable. The City of Glendale reserves the right to change and/or revoke any permit and restrict activities in the park at any given time. Any violations of City of Glendale policies, rules, regulations, or guidelines may result in immediate revocation of permit. Use of any of the facilities described in this document without the appropriate authorization may result in fines and possible loss of future scheduling privileges.
3. **Usage Priority:** If a site has been permitted, the permit-holder has priority over other users. Contact Park Operations (number listed on permit) for any site issues.
4. **Fees:** Fees are due in full; deposits or partial payments are not accepted. Acceptable forms of payment include cash, check, and money orders (made payable to *City of Glendale*) or Master Card or Visa Credit Cards.
5. **Attendee Conduct:** The permit-holder is responsible for his/her actions as well as the actions of gathering attendees.
6. **Restroom Facilities:** Restroom facilities are taken on an "as is" basis and are not part of any reserved space.
7. **Vehicular Access:** Motorized vehicles are strictly prohibited. Roadways and parking areas are clearly marked and established. Driving beyond designated boundaries to load and unload equipment or transport goods is prohibited. Vehicles will be ticketed and towed at the owner's expense.
8. **Site Clean Up:** It is the permit holder's responsibility to clean up after each use. Trash must be properly disposed of in dumpsters or trash barrels (depending on the size and scope, certain permit holders may be required to provide additional trash receptacles/dumpsters). Ice may be placed in barrels or spread out on hard surfaces. Grills of any type are prohibited. Trash is not to be left in flowerbeds, on grassy areas, under/in trees, shrubs, vegetation, buildings, or structures. Excessive trash removal on the part of Infinity Park or the Glendale Public Works Department may result in forfeiture of deposit, fines and possible loss of future scheduling privileges.
9. **Destruction of Property:** It is unlawful for any person, other than authorized personnel, to mark, remove, break, or climb upon, or in any way injure, damage or deface trees, shrubs, plants, turf, or any of the buildings, fences, monuments, goal posts, or other structures or property within or upon the park.
10. **Damage:** Broken fences, seating, goals, or any potential safety hazards such as holes or broken sprinkler heads should be reported immediately to the phone number listed on the permit.
11. **Glass Bottles/Containers:** Glass bottles and containers are prohibited.
12. **Alcoholic Beverages:** 3.2% beer is the only alcoholic beverage allowed in the park, except under special licensing. Beer must be served in cans or from a keg in plastic cups. All State liquor laws apply. Alcoholic beverage sales, including purchased tickets, are prohibited, except under special licensing.
13. **Dogs:** Dogs must be on a leash at all times. Bag dispensers are provided, and dog owners are expected to clean up after their pets.
14. **Amplified Sound:** Amplified sound (i.e. P.A. systems, music) is prohibited without Assembly Permit or Special Event Contract.
15. **Canopies and Tents:** Tents, canopies and additional tables and chairs provided by groups using the parks/pavilions will be permitted. Staking is prohibited; weights, including water, lead and sand are allowed.
16. **Signage:** Signs, banners, party decorations, and canopies may not be attached to trees, shelters, light fixtures, or other park structures. Blocking areas, including sidewalks, parking lots, paths, and roadways is prohibited.
17. **Prohibited Activities/Items:** included, but not limited to: aircraft, air castles, carnivals, climbing walls, dunk tanks, fireworks, golf, horseback riding, hot air balloons, inflatable games, model airplanes, moon walks, petting zoos, pony rides, and search lights (some of these activities may be allowed with limited hours and Assembly

permit or Special Event Contract). Weapons, including but not limited to such items as knives, firearms, bows and arrows, martial arts weapons, javelins, shot-puts, discus, and all other projectiles, are prohibited. All Federal, State and Municipal laws apply.

18. **Admission:** Charging admission or gate charges is prohibited, except under a Special Event or Assembly permit.
19. **Gambling:** Raffles, gambling, bingo, and games where money buys a chance are prohibited.
20. **Grills:** Mir and Creekside Park Pavilions: portable gas grills are allowed (permit holders may also use the grills located at the pavilions); Infinity Park: grills of all types – charcoal, gas, portable, etc., - are prohibited. Two (2) stationary, charcoal grills are located west of the pavilion.
21. **Event Equipment Needs:** The permit holder is responsible for providing all necessary equipment and services, including but not limited to activity-related equipment, canopies, tents, chairs, tables, scaffolding, portable toilets, hand sinks, water or water containers, trash receptacles, trash pick-up, recycling, and clean-up crews. All equipment and fixtures provided by permit holder must be temporary in nature and may not be affixed, attached or permanently change the condition of the playing surface.
22. **Insurance:** Insurance is required for reservations for 100 or more people. In such cases, permit holder must provide commercial general liability insurance for the benefit of all activity-related individuals and groups, including permit holder group members, participants, attendees, invitees, and the City of Glendale. The commercial general liability insurance shall provide coverage of at least \$1,000,000 and name the City of Glendale, its employees, agents and/or assigns as Additional Insured. The certificate of this commercial general liability insurance shall be received by the City no later than twenty-one (21) days prior to the permit holder's scheduled use of the site reserved. Permit holder expressly acknowledges and agrees that homeowner's insurance coverage does not meet the requirements hereof. Certificate must read as follows with this exact language: ADDITIONALLY INSURED: THE CITY OF GLENDALE, ITS OFFICERS, OFFICIALS AND EMPLOYEES. If you are unable to obtain this insurance, please contact Park Operations at 303-692-5799
23. **Permit Revocation:** Permits may be revoked for failure to follow guidelines in any way.

ADDITIONAL GUIDELINES SPECIFIC TO SPORTS FIELDS

1. **Field Conditions:** Athletic field permit holders may be asked to limit field use hours and days as determined by Infinity Park Operations and/or the City of Glendale Public Works Department. In the case of adverse field conditions, such as weather, sprinkler operations, field repairs, etc., athletic fields may be closed. Any use of the athletic fields without the appropriate authorization or when the fields are closed may result in fines and possible loss of future scheduling privileges.
2. **Snow Removal:** Individuals are not allowed to remove snow from any of the fields.
3. **Equipment:** All teams, organizations and players are required to provide their own equipment for practices, games and tournaments. All equipment and fixtures provided by permit holder must be temporary in nature and may not be affixed, attached or permanently change the condition of the playing surface.
4. **Field Markings:** Any field markings not applied by the Glendale Public Works Department may result in forfeiture of deposit, penalty fees and loss of future scheduling privileges.
5. **Insurance/Waiver of Liability Options:**
 - Option 1.** The permit holder provides 1) a roster with player names, addresses and cities of residence listed and 2) proof of insurance on an "Accord Insurance Certificate." Insurance Certificate must 1) reflect a minimum coverage amount of \$1,000,000; 2) reflect a 30 day cancellation period with notice of intent to cancel provided to Infinity Park AND the City of Glendale at the address listed on the permit; and 3) state the Additionally Insured as "THE CITY OF GLENDALE, ITS OFFICERS, OFFICIALS AND EMPLOYEES." Binders and pending or blanket policies are not acceptable.
 - Option 2.** In lieu of an Insurance Certificate, permit holder signs waiver form on behalf of all participants (form located next page).

In consideration for being permitted to use the Glendale facility indicated above,

(Insert Name) _____ agrees to indemnify and hold harmless the City of Glendale, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims and demands, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arises out of or is in any manner connected with the use of the Glendale facility indicated above, if such injury, loss or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, negligence, or other fault on the part of the City of Glendale.

(Insert Name) _____ understands that using the Glendale facility indicated above may involve risks of injury, loss or damage to property of (Insert Name) _____, including but not limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage. By signing this agreement, (Insert Name) _____ expressly agrees to assume any and all such risks. In addition, in consideration for being permitted to use the Glendale facility indicated above, (Insert Name) _____ hereby expressly exempts liability, claims and demands, on account of injury, loss or damage to property which (Insert Name) _____ may incur as a result of being upon the premises of the Glendale facility indicated above, whether any such liability, claim or demand is claimed to be caused by negligence or other fault on the part of the City of Glendale, its officers, employees, or from any other cause whatsoever.

APPLICANT SIGNATURE *(this application is not valid unless signed by applicant)*

As the applicant, I hereby agree and understand that it is my responsibility to oversee all contractors, vendors or parties affiliated with the activity and to insure compliance with all policies, rules, regulations, and guidelines for Infinity Park and other relevant procedures and laws. I understand that any violations may result in immediate cancellation of the reservation and/or revocation of the permit. I have received, read and understand the Park's General Guidelines and Information. I understand that the permit is non-transferable and non-refundable.

Applicant's Signature: _____ **Date:** _____

Office Use Only	
Staff Name: _____	Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Date Application Received: _____	Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
Payment Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Check/CC#: _____
Deposit: _____	
Rental Fee: _____	
Total Paid: _____	



CITY OF GLENDALE PARK RENTAL FEES AND GUIDELINES

INSTRUCTIONS

1. Complete form with credit card and billing information
 - a. Form may be filled out online but must be printed out for signature
2. Sign where indicated
3. Submit this form back to Infinity Park Operations by fax or email

Fax Number: 303-639-4611

Email: Park@InfinityParkatGlendale.com

Cardholder Name: _____

Credit Card Type: Visa Master Card

Card Number: _____

Expiration Date: _____ CVV Number (3-4 Digit Security Code): _____

Billing Address: _____

City: _____ State: _____ Zip _____

Phone Number: _____

Email Address: _____

I authorize the City of Glendale to charge the above card for the following amount:

\$ _____ *(total amount owed from previous page)*

Printed Name: _____

Please check here if this card is authorized for final payment

This credit card will be held on file and will be charged for any penalty fees assessed or additional charges incurred.

Signature: _____

Date: _____